



ARTICLE I-NAME

The name of this document shall be referred to as the Undergraduate Student Government (USG) Bylaws.

ARTICLE II- PURPOSE

The USG Bylaws are considered to be a governing document of the USG. The USG Bylaws are an extension of the USG Constitution which supersedes the Bylaws. The Bylaws contain more specific information on the duties of the USG.

ARTICLE III- DUTIES AND RESPONSIBILITIES OF EXECUTIVE BOARD MEMBERS

SECTION 1 – Presidential Duties and Responsibilities

- 1) The President will represent the undergraduate student body and will perform all duties required by the office including providing for the faithful execution of all USG guidelines and policies.
- 2) The President will forward all passed legislation to the proper office within two business days of a bill being signed.
- 3) The President will appoint members of the Executive Branch and one member to the Judicial Branch. Appointed positions must be confirmed by a 2/3 vote of the Senate.
- 4) The President will propose an annual USG budget to the Senate.
- 5) The President may convene a Special Senate meeting.
 - a. The Senate will be informed at least 48 hours in advance.
 - b. The Senate will be informed as to the nature of the business to be conducted.
 - c. The Vice President will preside over the meeting.
- 6) Between the spring and fall semesters (summer), the President will have the power to recognize Registered Student Organizations (RSO). All recommendations are subject to ratification by the Senate within the first full two months of the Fall Semester.
 - a. The President will inform the Senate on RSOs that have been approved between the Spring and Fall during the first scheduled Senate meeting of the Fall Semester.



- 7) The President will have the authority to make executive expenditures from the USG account. All expenditures made by the Executive Branch will be reported to the Senate at the next regularly scheduled Senate meeting.
 - a. Executive Expenditures shall be limited to \$10,000 per academic year.
 - b. The President may request to spend an additional \$5,000 at the discretion of the USG Advisor.
- 8) The President will have the power to establish Ad Hoc Committees as there is a need for additional committees need to be formed.
- 9) The President will determine the duties of student employees (secretaries) for the Executive Branch and may assist the Office of Student Engagement in hiring as deemed necessary.
- 10) The President has the power to veto all legislative action.
 - a. During the last meeting of each spring semester, the President must decide if they are going to execute veto privileges during that Senate meeting. This will be announced during the meeting, and the Senate may vote to overturn the veto during that same meeting.
- 11) The President shall not serve on the Legislative or Judicial Branch.
- 12) The President may serve on USG committees as an ex-officio member.

SECTION 2 – Executive Vice-Presidential Duties and Responsibilities

- 1) The Executive Vice-President will assume the duties of the President in the event that the office becomes temporarily vacant.
- 2) The Executive Vice-President will present all passed legislation to the President within two business days.
- 3) The Executive Vice-President will chair the executive committees as requested by the President.
- 4) The Executive Vice-President will sit on at least one campus committee.
- 5) The Executive Vice-President will preside over the Senate Meetings.



SECTION 3 – Vice-President of Student Affairs

- 1) The Vice-President for Student Affairs is responsible for creating awareness for all prominent student issues and affairs on campus and in the community.
- 2) The Vice-President for Student Affairs will provide assistance, support, and representation to student groups as requested or deemed necessary by the Senate, constituency groups, and/or the Executive Board.
- 3) The Vice-President for Student Affairs will present a bi-weekly report at each Senate Meeting regarding student outreach conducted.
- 4) The Vice-President for Student Affairs will act as an advocate for all students, thus foregoing personal opinion during Executive Board meetings.
- 5) The Vice-President for Student Affairs will advise and give recommendations to the President on matters that concern student well-being and success.
- 6) The Vice-President for Student Affairs will chair the executive committees as requested by the President.
- 7) The Vice President for Student Affairs will be the representative for USG on the Undergraduate Education Policy Committee.
- 8) The Vice-President for Student Affairs will preside over the Senate Meetings in the absence of the Executive Vice-President.

SECTION 4 – Chief of Staff Duties

- 1) The Chief of Staff will chair executive committees as requested by the President.
- 2) The Chief of Staff shall sit on at least one campus Search Committee.
- 3) The Chief of Staff will ensure that all Senators, current and in-coming, are up-to-date on information. The Chief of Staff will hold meetings on an as-needed basis for incoming Senators. These meetings will consist of a briefing on Senate rules and procedures and requirements for new Senators.
- 4) The Chief of Staff will maintain the USG website and other USG electronic communication sources.



- 5) The Chief of Staff shall receive all Senate nominations and Senate petitions, review the petitions and inform the Senate petitioner if there is an error on the petition, inform the petitioner of the next steps, and then send the petitions to the Clerk of the Senate.
- 6) The Chief of Staff will share Senate nominations and Senate petitions with the USG Advisor(s) so petitioner's academic and judicial standing can be verified for eligibility. The Chief of Staff will inform the petitioner if they are not eligible due to academic and judicial standing.
 - a. The Chief of Staff may only turn down Senate petitioners due to the unavailability of the position for which the Senate petitioner requested.
- 7) The Chief of Staff will oversee and advise the Governing Documents Committee.

SECTION 5 -Vice President of Finance

- 1) The Vice President of Finance will oversee and control the general operations of the Department of the Treasury.
- 2) The Vice President of Finance will serve as Chairperson of the Student Funding Board.
- 3) The Vice President of Finance will regularly report to the Executive and Legislative Board.

SECTION 6- Secretary

- 1) Keep meeting minutes.
- 2) Keep an up to date roster.
- 3) Administer roll call during meetings.
- 4) Aid other executive members in execution of their duties as needed.

ARTICLE IV- MEETINGS

- 1) The Executive Vice President will preside over the senate meetings.
- 2) Meetings are to be conducted using the latest version of Robert's Rules of Order.

SECTION 1- Meeting Outline

This section provides an outline for the agenda and the structure of meetings.

- 1) The meeting will be called to order at the designated time and date.



- 2) Roll call will be conducted by the Secretary.
- 3) Swearing in of any new Senators will be conducted by the President.
- 4) Amendments and approval of the previous meetings minutes.
 - i) The previous meetings minutes need to be amended and approved by the senate.
 - ii) The Secretary will write the previous meetings minutes.
 - iii) The agenda will be provided at least 24 hours prior to a meeting.
- 5) Amendments and approval of the agenda.
 - i) The previous meetings agenda need to be amended and approved by the senate.
 - ii) The agenda will be made in collaboration with the Executive Board, but it is the responsibility of the Executive Vice President to create and provide the agenda to the senate.
 - iii) The agenda will be provided at least 24 hours prior to a meeting.
- 6) Executive reports will be given.
- 7) Advisor Reports will be given.
- 8) Student Trustee report will be given.
- 9) Senator reports will be given.
- 10) New business will be conducted.
- 11) Old business will be conducted.
- 12) Executive closing comments will be given.
- 13) Advisor closing comments will be given.
- 14) Student Trustee closing comments will be given.
- 15) Time for public comments.
 - i) Ten (10) minutes will be allotted for public comments.
 - ii) One minute is allotted for each comment.
 - (1) If a comment is to exceed one minute, then the person should be invited to the next senate meeting and added to the next meeting's agenda.
- 16) Adjournment



ARTICLE V- USG COMMITTEES

- 1) USG committees are designed to focus on the specific needs of USG and the students at Southern Illinois University Carbondale. Boards may be formed and dissolved based on relevancy of their focus. Any new board (whether forming or dissolving) requires a majority vote from the Senate.
- 2) All USG committees are required to conduct business in a fair and unbiased manner. Each committee can determine the frequency to which they need to meet, but committee member attendance is mandatory at all meetings.
- 3) In general Committees will be composed of a Chairperson and a number of undergraduate students as determined by the Chairperson. The Chairperson is appointed by the majority vote of the committee members.
- 4) Members of this committee, with the exception of the staff member, must be undergraduate students enrolled at least half-time at SIUC. A maximum of one staff member may be placed on each Committee. The staff member must be a SIUC faculty or staff member employed at least half-time at SIUC.

SECTION 1- USG Chairperson Duties and Responsibilities

- 1) All USG Committees will have a chairperson.
- 2) The Chairperson will oversee and control all operations of the committee.
- 3) The Chairperson will regularly report to the Executive and Legislative Branches on the workings of the committee.

SECTION 2- Removal of USG Committee Members

- 1) In order for a Committee member to be removed from the committee the Chairperson must make a motion to Senate and that motion must be approved by a 2/3 vote of the Senate.



SECTION 3– The Election Committee

- 1) The Election Committee shall act and be formed as described in the Executive Election Policies and Procedures.

SECTION 4- Internal Affairs Committee

1) Composition

- a. The Internal Affairs Committee (IAC) will be comprised of the following members
 - i. IAC Chair
 1. The Chairperson shall be a Senator, who is nominated and elected by a simple majority vote of the Senate.
 - ii. Internal Affairs Committee

2) Internal Affairs Committee

- a. The Internal Affairs Committee will be composed of seven (7) members, one of which is the Chairperson.
- b. The committee will appoint a secretary who will be responsible for keeping ongoing records of every IAC meeting.
- c. The remaining six (6) members will be appointed by any member of the USG Senate, and confirmed by a simple majority affirmative vote of the Senate.

SECTION 5 – External Affairs Committee

1) Composition and Qualifications

- a. The External Affairs Committee (EAC) will be comprised of the following members
 - i. The USG Press Secretary
 - ii. Public Relations and Recruitment Chair
 - iii. Five (5) External Affairs Committee Members
- b. Press Secretary Duties and Responsibilities
 - i. The Press Secretary will serve as Chairperson of the External Affairs Committee.



- ii. The Press Secretary has direct oversight and will make final say so to any changes or decision made on behalf of the EAC.
 - iii. The Press Secretary will regularly report to the Executive and Legislative Branches on the workings of the committee.
 - iv. The Press Secretary shall appoint a Public Relations and Recruitment Chair.
- c. Public Relations and Recruitment Chair Duties and Responsibilities
- i. Act as the Press Secretary's liaison to the campus media and coordinate the USG's distribution of information on campus.
 - ii. Deliver press releases about USG activities to campus news media organizations.
 - iii. Send out a monthly USG newsletter to the USG Faculty Advisor to be forwarded to all students and departments, which highlights significant events and activities in the USG.
 - iv. Help the Board of Elections market USG Elections while maintaining viewpoint neutrality in regard to all individual campaigns when acting as Chair of Public Relations and Recruitment.
 - v. Actively recruit USG members to run for Senate prior to the elections.
 - vi. Engage incoming freshman and transfer students during New Student Orientations if possible, and during the semester.
 - vii. Recruit undergraduate students for Faculty Senate councils, USG committees and the Judicial Board.
 - viii. Work with Area Governments, RHA, and any other relevant officials to organize outreach meetings, events and canvassing campaigns with the dorms, and off campus living areas for two purposes.
- d. External Affairs Committee
- i. The EAC will be composed of seven (7) members, one of which is the USG Press Secretary.



2) EAC Duties and Responsibilities

- a. Acts as an official point of contact for outside student media and the student body in relation to USG projects and initiatives.
- b. Creates and maintains promotional materials and initiatives for USG.
- c. Plans and executes all USG sponsored events.
- d. Co-Management of USG communication platforms, including but not limited to; social media accounts, websites, list host, and our newsletter.
- e. Responsible for the composition and development of USG's newsletter, which should be done via media.
- f. Development of strategies to better connect with students and generate awareness of USG initiatives and services.
- g. Creating a communication and messaging plan for new USG initiatives and opportunities.
- h. Oversight of a graphic designer and photographer to assist in the creation of communication materials such as flyers or web graphics.
- i. Assisting the Student Trustee, the College, Graduate, and Professional Councils with outreach and event advertisement.

SECTION 6- Governing Documents Committee

1) Duties

- a. This committee will review line by line every governing document of USG on a yearly basis.
 - i. This line-by-line review must be completed within the fall semester.
- b. They will also review and edit as the need arises.

2) Composition

- a. Governing Documents Committee (GDC) will be comprised of the following members:
 - i. GDC Chair



1. The Chairperson shall be a member of the board, who is nominated and elected by a simple majority vote of the Governing Documents Committee with no abstentions.
- ii. Five Senators and two non-senators
 1. The President of the USG shall nominate two Undergraduate Students to serve on the Governing Documents Committee whom must be confirmed by a simple majority of the senate.
 - a. If the President does not notify the senate of the nominations before the second USG meeting of who these Senators are, the Senate can choose to nominate Senators to the committee.
 - iii. The remaining five (5) members will be appointed by any member of the USG Senate, and confirmed by a simple majority affirmative vote of the Senate.
 - iv. A student can serve on the GDC who is currently serving on either Judicial or Executive Board, however, will not have voting rights.

SECTION 7- USG Judicial Board

- 1) The USG Judicial Board consists of two (2) senators. - 5 total justices with 1 from the senate and 1 appointed by the President. See USG constitution for requirements. Board meets as needed.

ARTICLE VI- UNIVERSITY COMMITTEES, COMPOSITION, AND DUTIES

1) Traffic and Parking Appeals Board

- a. The traffic and parking appeals board will consist of two (2) senators.
- b. The Board is responsible for hearing/reviewing appeals to University citations for parking and moving violations and deciding of legality according to traffic and parking rules and regulations.
- c. The Board meets twice during each semester and once during the summer.

2) Traffic and Parking Committee



- a. The traffic and parking committee will consist of one (1) member.
- b. The committee makes recommendations to the Chancellor for related parking and traffic concerns on campus.

3) Department of Public Safety Advisory Committee

- a. The Department of Public Safety Advisory Committee will consist of one (1) senator.
- b. The committee serves as an advisory entity that reviews and provides feedback to the Director of the Department of Public Safety on matters related to public safety on campus and serves as a communication channel between students, faculty, and staff.

4) Intercollegiate Athletics Committee

- a. The Intercollegiate Athletics Committee will consist of two (2) senators. One full-time undergraduate student-in good standing from 2 nominees submitted by the Undergraduate Student Government and selected by the Chancellor. The term of service of each student representative will be 1 year with the possibility of re-appointment) The IAAC's primary function is to serve in an advisory capacity to the Chancellor. In addition, the Committee serves in an advisory capacity to the Director of Intercollegiate Athletics. The Committee studies policies, procedures, and programs pertaining to athletics as they affect the athletes, the athletic staff, the University, the Alumni, and the general public. In addition, the Committee can be called upon to conduct studies, attend hearings, and serve in a variety of subcommittees, attending to the needs of the Athletic Department. Meetings are held each month during the academic year and at least once during the summer term. Contact: Leslie Mills

5) Student Legal Assistance Board of Directors

- a. The Student Legal Assistance Board of Directors will consist of three (3) senators.
- b. The Board of Directors shall oversee the policies and operation of the Students' Legal Assistance Office, including, but not limited to, recommending policy changes, reviewing annual report; advise and aiding in the preparation of the



budget; and ensuring the compliance with university policies, Illinois Bar Association's guidelines, and code of ethics.

- c. The board of directors shall take care that the funding is sufficient and the duties of the office are met.
 - d. Meets once a semester.
- 6) Student Center Advisory Board**
- a. The Student Center Advisory Board will consist of one (1) senator.
 - b. This committee advises and provides feedback for the Student Center. Committee meets once a semester or as needed.
- 7) Chancellor's Taskforce for Diversity and Inclusion**
- a. The Chancellor's Taskforce for Diversity and Inclusion will consist of two (2) senators.
 - b. The Diversity Council is the primary advisory committee to the university's chancellor on diversity planning, initiatives and issues, including the coordination of programs and identification and sharing of best practices.
- 8) Alumni Association Board of Directors**
- a. The current President of USG is a de-facto member of the Alumni Associations Board of Directors.
 - b. At each meeting the USG President is asked to provide a bi-annual update for the constituency group.
 - c. The Board meets formally twice a year once in the spring and once in the fall.
- 9) Alumni Association Scholarship Committee**
- 10) Saluki Spirit Committee**
- a. The Saluki Spirit Committee will consist of two (2) senators.
- 11) Honorary Degree and Distinguished Service Award Committee**
- a. The Honorary Degree and Distinguished Service Award Committee will consist of one (1) senator.
 - b. The Committee is advisory to the Chancellor and has the responsibility for reviewing all nominations for an Honorary Degree or Distinguished Service



Award from nominations that are solicited from all recognized University constituencies and all other University-related organizations.

- c. The decisions reached by the Committee are submitted to the Chancellor of the University for his/her action.
- d. Meetings are scheduled on an as needed basis.

12) Student Health Advisory Board

13) Library Affairs Board

- a. The Library Affairs Board consists of one (1) senator.
- b. The Library Affairs Advisory Committee is composed of representatives from throughout SIU including faculty, staff, and students.
- c. Senators work with the Committee which works collaboratively with and advises the Dean on current topics related to library activities, policies, collections, services, curricula, and strategic planning. The Committee assists and supports Library Affairs by stimulating understanding about its achievements, goals, and needs on campus.
- d. The Committee meets monthly in the fall and spring semesters of each academic year

14) Mass Transit Advisory Board

- a. The Mass Transit Advisory Board consists of two (2) senators.
- b. This committee advises and provides feedback for the Saluki Express.
- c. The committee meets monthly during the academic year.

15) Final Exam Schedule Committee and Academic Calendar Committee

- a. The Final Exam Schedule Committee and Academic Calendar Committee consists of one (1) senator.
- b. The committee makes recommendations on the academic calendar and final exam schedules for campus.
- c. The committee meets once a semester.

16) Chancellor's Planning and Budget Committee

- a. The Chancellor's Planning and Budget Committee consists of one (1) senator.



- b. The committee advises the Chancellor on budgetary matters by creating a budget process that clearly identifies issues, incorporates planning into the resource allocation process, establishes accountability for the entire campus community, and provides follow-up reporting. The committee provides a forum for the exchange of information and the discussion of issues that affect the planning, allocation and budgeting of University resources.

17) Recreational Sports and Services Advisory Board

- a. The Recreational Sports and Services Advisory Board consists of two (2) senators.

18) Naming University Facilities

- a. The Naming University Facilities consists of one (1) senator.
- b. This committee is responsible for making recommendations to the Chancellor on the naming of University facilities.
- c. Committee meets on an as need basis.

19) Affirmative Action Advisory Committee

- a. The Affirmative Action Advisory Committee consists of one (1) senator.

ARTICLE VII- AMMENDMENTS TO THE BYLAWS

- 1) The bylaws can be changed at a regularly scheduled Senate meeting based on a motion from the Senate.
- 2) The change will be made after a 2/3 vote.
- 3) The change to the bylaws will be made during the meeting by the Governing Documents Chairperson.